

6. Citizenship and naturalization preparation services including:
  - English language training and civics instruction to prepare refugees for citizenship.
  - Application assistance for legal permanent resident and citizenship status.
  - Assistance to disabled refugees in obtaining disability waivers from English and civics requirements for naturalization; and,
  - The provision of interpreter services for the citizenship interview.
7. For RSS funding only, any additional service aimed at strengthening and supporting the ability of a refugee individual, family or refugee community to achieve and maintain economic self-sufficiency, family stability, or community integration which has been demonstrated as effective and is not available from any other funding source, may be provided upon submission to and approval by the Director of ORR. If counties wish to provide these additional services, a written request must be submitted to CDSS via a letter 60 days before the service begins. CDSS will review and forward the letter to ORR. Once ORR approves the request, the county must amend the County Refugee Services Plan.

### **III. SERVICE REQUIREMENTS**

#### **A. Criteria for Services**

The following guidelines shall be used in developing services provided under both the RSS and TA Programs:

1. English language instruction and vocational training must be provided to the fullest extent feasible outside normal working hours in order to avoid interference with employment.
2. In planning and coordinating employability and other services, a county must avoid duplication of services by taking into account those required services which a resettlement agency provides for refugees who it sponsors.
3. Services must be refugee-specific and designed especially to meet refugee needs, except for vocational or job skills training, on the job training, or English language training.

4. Services must be provided to the maximum extent feasible in a manner that includes the use of bilingual and bicultural women on service agency staffs to ensure service access by refugee women.

B. English Language Instruction

English language instruction must be provided in a concurrent, rather than sequential, time period with employment or other employment-related services.

C. Family Self-Sufficiency Plan

A family self-sufficiency plan must be developed for anyone who receives employment-related services. A plan is developed to address the family's needs from time of arrival until attainment of economic independence. Each family self-sufficiency plan should address a family's needs for both employment-related services and other needed social services. The plan must include:

1. A determination of the income level a family would have to earn to exceed its cash grant and move into self- support without suffering a monetary penalty;
2. A strategy and timetable for obtaining that level of family income through the placement in employment of sufficient numbers of employable family members at sufficient wage levels;
3. Employability plans for every employable member of the family; and
4. A plan to address the family's social services needs that may be barriers to self-sufficiency. In counties that have RESS and TA programs, one family self-sufficiency plan may be developed for a family that incorporates both programs.

D. Multiple Wage Earner Strategy

In order to facilitate refugee self-support, counties are to implement strategies which address simultaneously the employment potential of all adult wage earners in a family unit.

E. Child Care Services

Counties are expected to make every effort to obtain subsidized child care services to allow women with children the opportunity to participate in employment services or to accept or retain employment. Counties are expected to use child care funding from other publicly-administered programs such as CalWORKs and are encouraged to work with service providers to

ensure mainstream access for refugees to other publicly funded resources for child care. Child care services funded by RSS and TA funds are limited to one year after the refugee becomes employed per ORR State Letter 05-15.

#### **IV. COUNTY PLAN REQUIREMENTS**

The County Refugee Services Plan describes how ORR funding that is allocated by CDSS will be used to provide services to assist refugees to become self-sufficient as quickly as possible. Specifically, the plan identifies the services and activities to be provided and describes how the services will be delivered to refugees, both those receiving and not receiving aid in the county.

Employment-related and English language training shall be available to recipients of Refugee Cash Assistance (RCA) and refugees receiving county General Assistance/General Relief (GA/GR) in those counties which are designated as impacted. The County Refugee Services Plan shall address this requirement. County Refugee Services Plans must contain an assurance that they were developed in accordance with these County Guidelines.

##### **A. County Plan and County Plan Updates**

The county must submit a County Refugee Services Plan that, at county option, covers one to three Federal Fiscal Years (FFYs):

1. A one-year plan, or the first year of a multi-year plan, requires the county to obtain community input and board of supervisor approval before CDSS will certify the plan.
2. A multi-year plan requires the county to submit a plan update for each of the remaining years of the plan.
  - a. If the plan update amends the existing budget and goals for the plan year (due to the availability of carryover funds, receipt of a funding augmentation or new allocation), it may be certified by CDSS without the county obtaining community input and board of supervisor approval.
  - b. If the plan update amends other provisions (i.e., the scope or objective of a program; types of refugee categories eligible for services; service components, including activities and services; etc.), it will not be certified by CDSS without the county obtaining community input and board of supervisor approval.

When submitting a plan update, counties must incorporate the new information into the existing plan and submit a complete plan to CDSS.